



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

EXAMINATION FOR: **EDUCATIONAL COORDINATOR**

SALARY: \$41,700 – \$60,500 **GRADE:** 111

CLOSING DATE: Continuous Recruitment - June 11, 2010 is the last day to file an application.

POSITION: An Educational Coordinator evaluates and monitors the educational needs of pre-school, primary and secondary school children or court-involved youths educational and rehabilitation outreach programs, evaluates teaching staff and/or provides educational advocacy and technical assistance.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a master's degree in early childhood, primary or secondary education, special education, child development or child psychology from an accredited college or university;

AND

Have four years of experience in field of early childhood, primary or secondary education including two year in a position responsible for providing for the over-all development and administration of a program for preschool primary or secondary school age children or youths.

Two years of additional experience in a pre-school, primary or secondary educational program may be substituted for the master's degree if the applicant holds a bachelor's degree including twenty-four credits in the above fields.

NOTE: If you do not have a master's degree in early childhood, primary or secondary education, special education, child development or child but have a bachelor's degree, you must provide record of your courses with your application in order to receive credit toward the minimum qualifications.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

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Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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